

FI 52 11/2002 Division of Finance



PETTY CASH REQUEST					PETTY CASH REQUEST						
Date		Amount			Date			Amount			
Vendor						Vendor					
Items Purchased					Items Purchased						
Fund	Fund Agency Org Appr				Fund Agency Org Appr						
Object	A attivity	Project or Job	Rptg (Object	Activity	Dro	oject or Job	Pata Cat	\neg	
Object	Activity	Project or Job	крід	.dt	Object	Activity	PIC	nject or Job	Rptg Cat		
Payee Signature						Payee Signature					
Petty Cash Custodian						Petty Cash Custodian					
PETTY CASH MAY NOT BE USED FOR: EMPLOYEE TRAVEL OR WAGES, CASHING PERSONAL CHECKS, LOANS (IOUs) TO EMPLOYEES OR OTHERS, UTILITY BILLS, SERVICES, PURCHASE OF FOOD OR BEVERAGE, REGISTRATION FEES, OR MEMBERSHIPS AND DUES.						PETTY CASH MAY NOT BE USED FOR: EMPLOYEE TRAVEL OR WAGES, CASHING PERSONAL CHECKS, LOANS (IOUs) TO EMPLOYEES OR OTHERS, UTILITY BILLS, SERVICES, PURCHASE OF FOOD OR BEVERAGE, REGISTRATION FEES, OR MEMBERSHIPS AND DUES.					
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